

<b>Job Number</b>	<b>FY04-0011</b>	<b>PayPlan/Series</b>	2210
<b>Position Title</b>	<b>IT Specialist</b>	<b>Grade</b>	NF-3
<b>Organization</b>	266th Finance Command NAF Directorate	<b>Salary</b>	\$32,158 - \$41,806 per annum.
<b>Duty Station</b>	IMO, 266 FC, Bldg. 4242 Tompkins Barracks Schwetzingen, Germany	<b>Opening Date</b>	29 DEC 2003
		<b>Closing Date</b>	7 JAN 2004
<b>Area of Consideration</b>	<p><i>All US Citizens in or relocating to the commuting area.</i></p> <p>Qualified applicants will be considered for vacancies in the following order:</p> <ol style="list-style-type: none"> <li>1. Military Spouse Employment Preference - in order to claim this preference you must request in writing and attach a copy of sponsor's travel orders to your application.</li> <li>2. Involuntary Separated Military Preference.</li> <li>3. Current NAF Employees (CNE) and eligible Former NAF Employees (FNE within 3 years of last separation).</li> <li>4. Family Members (FM) and Off-Duty Military (ODM).</li> <li>5. Veteran Non-Family Members.</li> <li>6. Non-Veteran, Non-Family Members.</li> </ol>		
<b>Duties</b>	<p>Serves as NAF Web Master to work within the 266th FINCOM IMO dedicated to support of NAF Directorate and outlying CAD Support Cells in the following capacity: The NAF Web Master develops and maintains the development, private, and public web sites running under Microsoft Internet Information Server (MS IIS) NT 4.0. The Webmaster must be able to work with NAF departments, and also originates content. The Web Master must be able to facilitate and oversee document contributions from multiple NAF individuals. Identify and train persons who are capable of uploading their own documents to preset data links. Manage security permissions for document contributors. Regularly monitor documents, links and permissions assuring that they are properly formatted, current or appropriate. Maintain records of all persons who have write access to IIS server folders and make adjustments as necessary.</p>		
<b>Qualification Requirements</b>	<p>One to three years web development experience with Windows NT, Windows2000, and MS IIS platforms. Advanced proficiency with HTML, including style sheets, templates, complex tables, frames and image maps. Must be able to program forms and implement scripts using languages such as VB Script. Working knowledge of basic composition, page layout, art and presentation packages such as Front Page2000, MS Word, Excel, PowerPoint, Adobe Acrobat 4.0, Paint Shop Pro, and Macromedia Fireworks 4. Needs strong time and project management skills in addition to interpersonal skills.</p>		
<b>Schedule</b>	Regular Full-time Hours, Monday - Friday (40 hours per week)		
<b>Conditions of Employment</b>	<p>All applicants should submit NAF Application and supplemental forms. Current NAF Employees not serviced by the 26th ASG NAF Personnel Office are required to include their most recent Performance Appraisal. Please include copies of post-high school transcripts, as proper credit cannot be given without them. Former military must include a copy of DD Form 214 showing nature of discharge (Member 4 copy). Military spouse/family member preference (for positions at the NF-3 level and below): in order to claim this preference you must request it in writing and attach a copy of sponsors travel orders to your application. If you accept an Appropriated Fund (GS/WAG), Nonappropriated Fund (NF, NA, NL, NS) or AAFES regular or flexible job (exceeding 1 year), you have effectively used your spouse preference. This is true even if you did not request the preference at the time you applied. Refusal by the spouse to participate in established recruitment procedures (i.e., interview, KSAs where required, etc.) is considered a declination of employment and is a basis for termination of SEP entitlement for the current PCS of the sponsor. You must submit a proof of college degrees, training and trade school certificates, or professional accreditation for consideration in hiring.</p>		
<b>Special info</b>	All new U.S. employees will be required to have electronic deposit of pay to a financial institution.		

**RELEASING  
AUTHORITY:**

**M. CHRIS MOONEY, Director, NAF F&A Directorate**

**SELECTING OFFICIAL: DAVID WARD, Deputy IMO**